

11/2010

Name: \_\_\_\_\_  
School: \_\_\_\_\_  
Year: \_\_\_\_\_

1 – **Satisfactory** – consistently performed at a competent level  
2 – **Not Satisfactory** – serious deficiencies exist in this area  
N/A – **Not Applicable**

CARBON COUNTY SCHOOL DISTRICT NO.2  
EVALUATION OF  
**OFFICE AIDE**

- 1. Performs the usual office routines and practices associated with a busy, yet productive, efficient and smoothly run office. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 2. Projects a positive public relations image in the office, school and community. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 3. Helps maintain accurate student records, as required. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 4. Uses time constructively. Assists the school secretary with copying and typing and assists teachers with copying and typing when time allows. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 5. Answers school office phone, taking messages and directing calls to the appropriate person. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 6. Such other duties as may be assigned from time to time by the principal and/or school secretary. 1\_\_\_ 2\_\_\_ N/A\_\_\_
- 7. Provides for total confidentiality concerning all school related student, staff, personnel, and/or business matters coming under the purview of the office aide, which have not been authorized for release by the respective building administrator. 1\_\_\_ 2\_\_\_ N/A\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Each of the undersigned has reviewed this evaluation. Each understands that each item will become part of the personnel record. It is further understood that refusal to sign does not prevent the inclusion of this document in the personnel file.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Office Aide

\_\_\_\_\_  
Signature of Supervisor